



## Sample Supervisory Notes

August 20th Meeting with Pamela Washington  
on Performance

Purpose of Meeting: Why so many mistakes?  
Despite your qual?

Problems :

- 1) Too many careless mistakes
- 2) Receives numerous customer complaints  
that I have to fix
- 3) Deadlines are missed
- 4) Mistake cost money - damaged have to  
be replaced

- Union rep was here
- Called ER spec - no requirement to be here
- Let him stay, but he couldn't participate

Response from Ms. Wash on Problems

- I told her,
- 1) Mistake are bound to happen. <sup>^</sup> True but countless  
careless mistakes not acceptable  
I make her nervous always watching her;  
I'm picking on her. I told her I watch  
everyone - my preference, Independent
  - 2) Unaware that customers even complained